Job Title: Controller

Department: Finance

Immediate

Supervisor: Finance Director

Origination Date:	07/01/2001
Revision Date:	07/01/2012
Job Grade	611
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

Performs professional level work of a managerial, technical and supervisory nature associated with municipal accounting and financing. Supervises general accounting division which maintain accounts payable, accounts receivable, capital assets, cash and investment management, general ledger, grant accounting, financial reporting, payroll, functions and related official City financial records. Internal control of transactions for accounting and other subsystems. This position exercises a high degree of initiative, independence, professional expertise, and supervisory skills in the day-to-day general development and management of the City's accounting system including the preparation of financial statements, maintenance of the general ledger and auxiliary accounts, analysis and preparation, grant management, and in general, assuring that the accounting section follows GAAP, GASB, and GAAFR standards, principles and guidelines.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS - General Ledger
1	S	Oversees the staff that performs general accounting duties by conducting pre-audit and budgetary accounting expenditures, processing financial transactions, maintaining City financial records, consolidating departmental accounts, preparing and reviewing annual fiscal reports, updating account numbers and approving account information for accounts payable. Prepares, maintains and monitors the budget for the general accounting division. Performs monthly and annual closing of general ledger and makes backup of all reports.
2	S	Provides high-level direction to the Finance Department staff responsible for the Accounting, Accounts Payable, Accounts Receivable, Capital Assets, Internal Service Funds, Grant Accounting, General Ledger, and Payroll. Provides development of policies, controls, procedures and guidelines used to manage the City's financial operations.

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS - General Ledger
3	S	Administers the City's cash management program by reviewing cash balances daily and determining when to divest cash to ensure that the City receives an acceptable return on investments. Monitors the City's investments managed by outside contractor to ensure compliance with the City's investment policy. Prepares Impromptu Report to assist with divesting and investing balances. Records monthly interest on LGIP, Managed Accounts and all Trustee Accounts. Keeps the Finance Director informed of cash balances in LGIP, investment and checking accounts. Reviews all City bank statement reconciliations and updates to the general ledger to verify that items are being properly booked and to uncover any significant decfiencies Responsible for recording all new and refunding bonds, updating of City's debt schedules and processing bi-annual debt service wires.
4	S	Provides leadership in the implementation of technology used to help improve work processes. Maintains the Chart of Accounts, Accounts Receivable, Capital Assets and Payroll system and oversees updates to the General Ledger. Sets up all new funds, accounts, and project numbers to ensure that items are reflected in the proper general ledger account and to assist with the preparation of the CAFR,
5	S	Performs administrative duties by training and evaluating subordinate departmental staff, preparing spreadsheets, paperwork, and reports, overseeing the balancing of cash receipts and electronic transfers, preparing bank deposits, updating file information, reviewing journal entries, and reconciling building permits and managed accounts.
6	S	Supervises the general ledger, capital assets, accounts receivable, accounts payable, payroll, and grant accounting staff by organizing and monitoring work, assisting them in resolving problems, writing performance appraisals and handling general disciplinary actions.
7	S	Responsible for the compilation of the City's Annual Financial Report (CAFR), in compliance with GAAP and GASB. Prepares various management and financial reports and resolutions to be presented to the City council, City officials, and City staff. Responsible for Internal Control in addition to interprating and implementing new GASB pronouncements.

JOB REQUIREMENTS:

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Formal Education /	Work requires broad knowledge in a general professional or technical field.
Knowledge	Knowledge is normally acquired through four years of college resulting in a
	Bachelor's degree or equivalent.
Experience	Minimum five years experience in a related field.
Certifications and	Valid Driver's License
Other Requirements	We do not refer the ability to made to desirable and made to the control of
Reading	Work requires the ability to read technical books and publications, various publications, development agreements, transcripts, policies, procedures, and City Codes at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, to calculate various taxes, and to conduct accounting entries.
Writing	Work requires the ability to write general correspondence, letters, agreements, documents, memorandum, and financial, budget, and grant reports at a college level.
Managerial	Complex - Work requires managing and monitoring work performance of a division including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Policy / Decision Making	Significant - The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight, however special assignments and significant work products may be reviewed upon completion. Typically positions in this category are supervisor to mid-management jobs.
Budget Responsibility	Significant - Has responsibility for final approval of at least one division budget and presents the budget(s) to Finance Director. Is authorized to approve division budgeted expenditures for both staff and resources up to the amount that requires the approval of Senior Management.
Technical Skills	Comprehensive Application - Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs, solutions for highly complex issues, and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Interpersonal / Human Relations Skills	Moderate - Interactions at this level typically result in recommendations regarding policy development, changes in policy, and implementation of policies. Interactions at this level are typically concerned with providing communications at higher levels of organizational operations and may utilize activities such as evaluating customer satisfaction, developing cooperative associations, and allocating resources to improve work operations, work quality, overall achievement of organizational goals and objectives, and customer satisfaction.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ☑ F □ C	☐ Making presentations ☐ Observing work site ☐ Observing work duties ☐ Communicating with co-workers	Pushing/ Pulling	□ N □ R □ O □ F □ C	 ☒ File drawers ☐ Equipment ☒ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R □ O ⊠ F □ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☐ Calibrating equipment	Climbing	□ N ⊠ R □ O □ F □ C	Stairs Ladders Step stools Onto equipment
Walking	□ N □ R ⊠ O □ F □ C	☑ To other departments/offices☑ Around work site	Vision	□ N □ R □ O □ F ☑ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N ⊠ R □ O □ F □ C	☑ Supplies☑ Equipment☑ Files	Foot Controls	□ N □ R ⋈ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N ⊠ R □ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Balancing	□ N ⊠ R □ O □ F □ C	☐ On ladders ☐ On equipment ☒ On step stools
Sitting	□ N □ R □ O ⊠ F □ C	☑ Desk work☑ Meetings☑ Driving	Bending	□ N □ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☐ Making repairs
Reaching	□ N ⊠ R □ O □ F □ C	☒ For supplies☒ For files	Crouching	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R ⊠ O □ F □ C	☑ Paperwork☑ Monies	Hearing	□ N □ R □ O ⋈ F □ C	⊠ Communicating via telephone/radio, to co-workers/public □ Listening to equipment
Kneeling	□ N ⊠R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R ⊠ O □ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)	•		

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Physical Demands (continue	ed)								
Machines, Tools, Equipmen	t and Work	Aids:							
Telephone, copier, fax, scanner, calcula	ntor, PDA.								
Computer Equipment and S	Software:								
Personal computer, label printer, H.T.E		counting & uti	lity bil	lling, Mic	rosoft Office	Suite,	IVR Software,	Lotus	Notes, Bank
of America Direct, printer.									
Environmental Factors:									
Environmental Condition	ons	Never	Sea	sonally	Several T	imes	Several Ti	mes	Daily
				-	Per Moi	nth	Per Wee	k	-
Extreme temperature (heat, cold, extreme temp. changes f	rom outside	\boxtimes							
work)				<u> </u>					
Wetness and/or humidity		×							
(bodily discomfort from moisture) Respiratory hazards		<u> </u>							
(fumes, gases, chemicals, dust and d	irt)	X							
Noise and vibration		X							
(sufficient to cause hearing loss) Physical hazards									
(high voltage, dangerous machinery	, aggressive	X							
prisoners, patients – <u>not customers</u>)									
Health and Safety Condition	ns:								
Health and Safety Conditions	N = Never	R = Rarel			casionally		Frequently		Constantly
	Never	Less than			more of time		n 1/3 to 2/3 the time		or more of the time
Mechanical hazards	occurs	hour per we	eek	uic		01			
Chemical hazards	\boxtimes								
Electrical hazards	×								
Fire hazards	×								
Explosives	X								
Communicable diseases	X				<u> </u>				
Physical danger or abuse Other (specify)									
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☐ Outdoors ☐ Other (Specify)	od Centers								
Protective Equipment Requ	ired:								

Job Demands

Overall Strength Demands:

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☐ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
⊠ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations			\boxtimes	
Frequent Change of Tasks		\boxtimes		
Irregular Schedule/Overtime		×		
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work	×			
Noisy/Distracting Environment	×			
Other (Describe below.)				

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

Tob Title of Department Director Signature of Department Director	partment Director Date
Job Title of Supervisor Signature of	f Supervisor Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.